

# GENERAL CONTRACTOR CHECKLIST

## Items that must be completed by the General Contractor or Owner

### Prior to Erection of Hoistway

1. Dig and pour concrete pit for hoistway and install anchor bolts. Pour concrete pad for modular machine room, if ordered. See pit layout drawings for precise measurements.
2. Make proper rough opening at each landing. Barricade each landing in accordance with OSHA standards.
3. Schedule crane and crane operator to erect hoistway. Elevator Contractor will be present to ensure hoistway is set level and plumb.
4. Optional: If desired, install sump pump in hoistway pit. Electrical supply must be on its own circuit, but does not require GFCI outlet. Cover the sump pump hole with a non-combustible material, typically a sheet of metal.

### Prior to Electrical and Hydraulic Hookups

These hookups can be done either immediately following hoistway erection or later in the construction process, if more convenient

1. Automatic Fire Alarm initiating devices. As required by ASME A17.1 & NFPA - 72 or per local code.
  - a. Smoke Detectors: Install smoke detectors in each hallway and wire them to building electrical supply. See elevator layout drawings for smoke detector wiring requirements. The Elevator Contractor will make the final connections of the smoke detectors to the controller.
  - b. Fire Sprinklers: Local building codes may require fire sprinklers in the hoistway and/or machine room. If required in the machine room, you may also need a means to remove power from the equipment prior to sprinklers turning on. Consult your local code official for specific requirements. If sprinklers are required, they must be installed after the elevator installation is complete and must be installed in accordance with Rule 2.8.3 (ASME A17.1).
2. Provide four electrical stub-ups to the machine room, one 3-phase and three 120 volt 20-amp. These will be connected to:
  - a. Main disconnect in machine room (3-phase)
  - b. Car disconnect/lockout in machine room
  - c. Hoistway pull box to a light and GFCI outlet
  - d. Machine room light and GFCI outlet

3. Install dedicated phone line to machine room. The Elevator Contractor will connect this to the ADA phone in the elevator car. When operational, this line must provide two-way communications that are monitored 24 hours a day. See Rule 2.27.1.1.
4. Ground the hoistway by means of the provided lug, located in the pit on the interior of the hoistway.

### **Installations with In-Ground Jack**

These items are not required if holeless jacks are used.

1. Drill hole, install jack and casing, fill space between jack and casing with gel or sand.
2. Cover hole around jack with a non-combustible material. Typically this is done with a metal plate that covers the entire pit, with a hole cut from the center just large enough for the jack to travel through.

### **Installations with Remote Machine Rooms (room built by General Contractor)**

These items are not required if a modular machine room has been ordered.

1. Ensure machine room floor is complete and level, room is dry, walls are complete.
2. Install exterior door that is a minimum of 29.5” wide, self-closing and self-locking.
3. Install a 3-phase lockable fused disconnect or circuit breaker in the machine room in accordance with the National Electrical Code, Article 620. This will provide the main power supply for the elevator.
4. Install a light and GFCI protected outlet in the machine room on their own 110 volt, 20 amp circuit in accordance with NEC Section 620.23.
5. Install a lockable fused disconnect or circuit breaker in the machine room on its own 110 volt, 20 amp GFCI circuit. This will be connected to the elevator car light. See NEC 620.53 & NEC 620.85.
6. Install a separate 110 volt, 20 amp GFCI circuit. This will be connected to the hoistway pull box or controller to supply light and power to the pit. See NEC 620.85.
7. Provide for climate control if the natural environment will not maintain the machine room temperature between 32 and 104 degrees, and humidity less than 85%. This is required for the controller to work properly and by Rule 2.7.9.2.

### **After installation, before inspection**

1. Install non-shrink grout under tower, jacks & buffers.

2. Patch any holes from piping and electrical wiring in the hoistway and machine room walls to meet applicable building code fire rating requirements.
3. Install a Class ABC fire extinguisher in the machine room. See Rule 8.6.1.6.5.
4. If required by your local jurisdictional authority, vent the hoistway to the exterior. IBC requires this for any building of three or more stories. Local jurisdictions may have additional requirements. See ASME/ANSI A 17.1.
5. Ensure pit is clean and dry.
6. Ensure that no conduit, phone equipment, piping or other equipment is in the elevator hoistway or machine room unless it is directly relevant to the operation of the elevator. See Rule 2.8.1.
7. Ensure that electrical supply is live (may be temporary power) and phone line is active. These are required for inspection to take place.

### **After installation, before occupancy**

1. Finish exterior as required.
2. Tie in interior as required.
3. Install flooring in elevator car as required.

#### **PLEASE NOTE:**

All rules are from the 2007 Edition of the American Standard Safety Code for Escalators and Elevators and the 2008 Edition of the National Electrical Code.